

**ANNUAL PERFORMANCE EVALUATIONS  
AND UPDATED DUTY STATEMENTS  
DUE APRIL 1, 2009**

Department of Personnel Administration Rule 599.798 requires supervisors to evaluate employees in writing at least once every twelve-month period. Air Resources Board policy is to complete employee annual performance evaluations by the end of the first quarter of each calendar year. The current evaluation period covers January 1, 2008 through December 31, 2008.

The annual performance evaluation process consists of four steps:

- 1) Supervisors provide employees with an [Individual Development Plan \(IDP\) \(Std. 637\)](#). Employees should refer to [ASL 08-01 Training Plan and Guide](#) prior to completing his/her IDP, to assist him/her with identifying their performance objectives and plans for achieving those objectives in 2009. Supervisors should provide employees a date by which IDPs are to be completed. ***(Be sure to provide adequate time to allow for final documents to be submitted to the Human Resources Branch by April 1, 2009.)***
- 2) Supervisors complete a [Performance Appraisal Summary \(PAS\) \(Std. 637 Reverse\)](#) for each subordinate employee for the period of January 1, 2008 through December 31, 2008. Supervisors should provide meaningful comments to support all assigned ratings.
- 3) Supervisors meet with each subordinate employee individually to discuss his/her IDP and PAS. Both documents should be signed by the employee and the supervisor.
- 4) Supervisors submit signed IDP and PAS for each subordinate employee to their assigned Personnel Specialist by 5:00 p.m. on April 1, 2009.

Annual performance evaluations are not required for CEA and Exempt employees or for employees who were on probation during the current evaluation period. This exemption assumes that probationary reports are completed for those employees serving probation in accordance with their individual probationary periods. While the [Performance Appraisal Summary \(found on page 2\)](#) is not required for probationary employees, the [Individual Development Plan \(found on page 1\)](#) should be submitted to document the employee's short and long term career objectives. This is also a good time to review each employee's duty statement to ensure it is up-to-date, reflects essential functions, and has been signed by both the employee and the supervisor. Please submit updated duty statements to your assigned Human Resources Analyst by April 1, 2009. Questions regarding performance evaluations, probationary reports, or duty statements should be directed to your assigned [Human Resources Analyst](#).